



REMINDERS!



REMINDERS "To Do" by December 1st!

Please work with your account executive to begin using Sourcing & Contracting for any of your upcoming solicitations. The ability to post new solicitations and amend posted solicitations in VBO Buyer will be discontinued on December 1.

Contract records (MAs) not finalized will not be converted to the new platform. Please submit to finalize all contract records.

Please complete all updates for User/Data Management by December 1.

Check out the [Important Dates](#) reference guide for full details.

For Sourcing & Contracting solicitations, Suppliers can submit electronic responses until December 15

Complete before Cutover (targeted to begin noon December 30)

Composing requisitions will not be converted. Submit your requisition for approval.

Requisitions not fully approved before cutover will be reset to 'composing' status. Finalize approval process.

All solicitation responses should be opened and solicitations evaluated and awarded. If evaluation and award is not complete, download and save responses for entry and upload them into the new platform after we go live January 3. (see **Helpful Tips** below for more info)

Contracts that have ended will not be converted. Renew contracts to current term.

Suppliers pending approval will not be converted. Suppliers should complete the registration process.

Must read resources posted to the [Transition Newsroom!](#)



Constant Contact

[That's a Wrap! Close Open Orders Before Cutover!](#)

[Know Before You Post - Transition Impacts to Solicitations!](#)

[Conversion Roadmap](#)

Contact your DPS Account Executive if you have questions or need assistance or eVA Customer Care (866-289-7367).

Visit the [eVA Transition Newsroom](#) for the latest on eVA's move to a NEW platform



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